

Next Steps for CWFP Funding for wastewater projects on the SFY 17 Project Priority List

If you decide to apply for CWFP funds for your eligible project as listed on the SFY 17 Project Priority List, then then **by September 30, 2016** (or by **June 30, 2016**, if requesting CWFP Financial Hardship Assistance), you must do the following:

- Obtain **Facilities Plan approval** from DNR's Bureau of Water Quality, as applicable (<http://dnr.wi.gov/topic/wastewater/MunicipalPlanning.html>).
 - ✓ The Facilities Plan document should include information regarding environmental, historical, and archaeological review of the impacted areas.
 - ✓ Also as part of the facilities plan process, submit a parallel cost estimate (<http://dnr.wi.gov/Aid/documents/EIF/Guide/pcperc.html>).
- Submit **approvable, biddable construction plans and specifications** to DNR's Bureau of Water Quality for each portion of the project for which you want to receive SFY 2017 funds. Visit the Plan Submittal Requirements page at <http://dnr.wi.gov/topic/wastewater/adequatesubmittal.html>.
- Submit a **complete CWFP Wastewater Treatment Projects Financial Assistance Application** (Form 8700-203), with all required attachments, to DNR's Bureau of Community Financial Assistance. Forms are available online at <http://dnr.wi.gov/Aid/documents/EIF/forms/forms.html>. The following should be done as soon as possible in order to include these items with your application.
 - ✓ Pass an **Authorized Representative Resolution** (see info under A in the Reference Guide Index <http://dnr.wi.gov/Aid/Guide.html>).
 - ✓ Pass a **Reimbursement Resolution** (<http://dnr.wi.gov/Aid/documents/EIF/Guide/reimbursement.html>). **Note:** Passing a reimbursement resolution as soon as possible protects the municipality's ability to be reimbursed for all eligible project costs incurred.
 - ✓ If your municipality is a **sanitary district**, submit the **population and MHI data** you select to be used by the CWFP for project determinations. See Median Household Income web page: <http://dnr.wi.gov/Aid/documents/EIF/Guide/hardmhi.html>.

Equipment Replacement Fund – As a condition of a loan from the CWFP, applicants must establish and maintain an equipment replacement fund. The application asks for a list of equipment, along with the life expectancy, replacement cost, and remaining life of each piece. This helps determine the amount of money your municipality should deposit in the equipment replacement fund each year. See the Equipment Replacement Fund webpage at <http://dnr.wi.gov/Aid/documents/EIF/Guide/replace.html>.

User Charge System – If you need to increase your user charges in order to construct this project and continue proper operation of your facilities, your new user charge system **must be in effect prior to** your CWFP loan closing. Visit the User Charge Systems and Sewer Use Ordinances web page at <http://dnr.wi.gov/Aid/documents/EIF/Guide/user.html>.

Federal Requirements

CWFP applicants must comply with the following federal requirements when applicable to their projects:

Environmental/Archaeological/Historical Reviews – These reviews are part of the facilities planning process (<http://dnr.wi.gov/topic/wastewater/MunicipalPlanning.html#revisions>) and do not need to be duplicated for the CWFP.

Use of American Iron and Steel – All CWFP projects for which the first plans and specifications approval was received on or after June 10, 2014, must comply with Use of American Iron and Steel requirements. Please see our Use of American Iron and Steel web page at <http://dnr.wi.gov/Aid/U AIS.html> for detailed information, including a webinar, applicable forms, a list of affected iron and steel products, documentation requirements, and waiver instructions.

Davis-Bacon Wage Rates – Applicants must comply with Davis-Bacon wage rate requirements. Find a link to the “Complying with Davis-Bacon Requirements” PDF document in our Reference Guide online at <http://dnr.wi.gov/Aid/Guide.html> under D (Davis-Bacon and Related Acts).

DBEs – When your municipality solicits bids or a construction contractor is hiring a subcontractor for construction work, and when procuring equipment, raw materials, or supplies, requirements for solicitation of minority business enterprises, women business enterprises, and other disadvantaged business enterprises (DBEs) apply. For information regarding the DBE requirements, including a contract packet, go to <http://dnr.wi.gov/Aid/documents/EIF/Guide/DBE.html>.

Fiscal Sustainability Plans – Applicants for projects involving the repair, replacement, or expansion of a publically owned treatment works are required to develop and implement a fiscal sustainability plan or certify that such a plan has already been developed and implemented. For more information on this requirement, go to <http://dnr.wi.gov/aid/documents/eif/guide/fsp.html>.

Other – We encourage you to prepare for submitting your application by doing the following as soon as you are able:

- Read through the Checklist on page 1 of the CWFP Wastewater Financial Assistance Application (Form 8700-203 available online at <http://dnr.wi.gov/Aid/documents/EIF/forms/forms.html>).
 - Start keeping a file of all invoices related to the project and include in the application budget sheet ALL costs you hope to have reimbursed by the CWFP.
 - Contact your municipal attorney about obtaining an opinion regarding land and easements (<http://dnr.wi.gov/Aid/documents/EIF/Guide/Land.html>).
 - Contact your bond counsel to let them know you have a loan closing coming up.
-

Please contact your DNR project manager if you have any questions or concerns about the application process. We're here to assist you!